

CONTRACT AMENDMENT CHECKLIST:

All contract **AMENDMENTS** (which require Division of Purchasing approval) must include at a minimum the following items:

- _____ Standard State Purchasing Contract Amendment Form, or similar format
- _____ Amendment #
- _____ Contract #
- _____ Name of State Agency
- _____ Name of Contractor
- _____ If amending contract period: the original starting date of contract, the current ending date, and the amended (new) ending date.
- _____ If amending the contract amount: the current contract amount, the amendment amount, and amended (new) contract amount (current contract amount plus the amendment amount).
- _____ Other changes to the contract (if any)
- _____ Effective date of amendment
- _____ Signature Block for Contractor (and signature)
- _____ Signature Block for Agency (and signature)
- _____ Signature Block for Purchasing
- _____ Signature Block for Finance
- _____ Three copies of Amendment (1. Agency's copy, 2. Contractor's copy, 3. Purchasing copy)

Items marked with an **X** indicates items missing from your contract amendment.

Please add these items to your contract amendment and return the corrected contract amendment to:

Shirley Williams, Contract Analyst, Division of Purchasing